

INVITATION FOR BID NUMBER 14262: Workforce Development and Training to Residents
Affected by Natural Disaster Springfield

PROPOSAL SUBMITTED BY:
Window Preservation, LLC and the Hampden County Sheriff's Department
81 Mill St., Springfield, MA and 736 State St., Springfield, MA

**INTRODUCTION: *program name*---"PRESERVATION TRADES TRAINING AND
BUSINESS OPPORTUNITY PROGRAM"**

The Preservation Trades Training and Business Opportunity Program will conduct outreach to residents of the South End and Six Corners neighborhoods specifically targeting the 59% of households in these areas headed by women. This program will result in successful role models that can help South End and Six Corners residents to sustain themselves and their families and secure high-wage jobs.

Our proposal will build a permanent infrastructure for training and employment in preservation trades or business. The grant will pay for:

1. The Western Massachusetts Regional Women's Correctional Center to establish an EPA-licensed Abatement Training Program to credential asbestos and lead abatement workers and supervisors
2. The Old Window Workshop (OWW) to establish a Trades Learning Center (TLC) in the South End with a fully licensed, insured and equipped de-leading facility for restoration of wood windows and historic architectural building components for re-entering workers and On-The-Job training opportunities
3. A full-time Program Manager who is a Department of Labor-certified Workforce Development Professional to carry-out the program
4. On-the-Job Training for women who stay in school
5. Creation of a Registered Apprenticeship Program in Historic Preservation licensed by the U. S. Department of Labor within twelve months

Components of the program are:

1. **Free Community Workshops and Trades Learning Center:** The purpose of the workshops is to open the door wide to educate 50 to 100 women through faith-based and community settings about good paying jobs in preservation trades, self-employment and business professions. Women will have the opportunity to learn how to build panels to insulate their own windows and doors and attend free workshops taught by successful entrepreneurs on how to sell things they make. Motivated women will be invited to utilize tools and work benches at OWW's TLC to create their own ideas for selling salvaged windows and architectural items. Some women may choose a focus on business and marketing skills with workshops in social media. All women residents of Six Corners and the South End are eligible for job placement services.
2. **EPA Abatement Credential Program and On-the-Job Training (OJT):** This grant will allow 8 to 10 women to earn income while they actively pursue education to become models of successful employment in their neighborhoods. Women will apply to receive lead and asbestos abatement credentials which will qualify them for high-paying jobs on historic preservation projects. Skilled women will become OJT employees of The Old Window Workshop at a starting wage of \$12 per hour. At this level, women must actively pursue the HiSET and go on to achieve an Associate's Degree in Historic Preservation and/or Business.

OWW will serve as a launch pad for women residents of Six Corners and the South End to escape the steel trap of part-time low-wage jobs. The program will create a self-sustaining business for a work force to meet the growing demand for skilled, licensed crafts people in preservation trades.

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BID CONTENT

A. ORGANIZATIONAL BACKGROUND

Window Preservation, LLC (WPLLC) in partnership with the Hampden County Sheriff's Department (HSD) is the applicant for this grant. WPLLC is the legal name of the *Old Window Workshop*, a worker-owned cottage industry located on Mill St. in Springfield.

WPLLC was incorporated in 2011 with one officer. In July 2014 the Board of Directors of WPLLC will increase to four officers who will be residents of Springfield.

HSD is a Massachusetts governmental entity with decades of expertise in job preparedness and training for inmates re-entering the community. Program components will be delivered by the Western Massachusetts Regional Women's Correctional Center.

QUALITY REQUIREMENTS:

Experience: The entities and their employees have more than 10 years' experience providing job training programs and workforce development services to diverse populations in urban areas.

B. REQUIRED FORMS

Forms attached: **AS ATTACHMENT B**

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BID CONTENT, continued

C. EXPERIENCE/QUALIFICATIONS

The Old Window Workshop (OWW) is a woman-owned, worker-owned cottage industry located on Mill St. in the South End neighborhood of Springfield. In May, OWW received a \$10,000 commission from SBS Investments, Inc. to restore windows in a historic building on Race St. in Holyoke. This project inspired Jeannette Gordon to become a worker-owner of OWW. Gordon offers experience in project management and professional qualifications in workforce development while employed at the New England Farm Workers Council. Her record of success in job development and placement of clients at NEFWC led her to have supervisory and fiscal oversight of a \$350,000 program. As a long-time Latina resident of Springfield, Gordon brings valuable knowledge of the South End and Six Corners neighborhoods. Jeannette Gordon will be the Program Manager of the Community Workshops and OJT placements at OWW and local contractors in Springfield.

OWW was started in 2012 by Pam Howland, a licensed construction supervisor and de-leading supervisor with a specialty in window restoration. Her 30-year professional career was in anti-poverty work through public administration and non-profit affordable housing development. As a worker-owner of the OWW she trained nine women to make interior insulation panels that have been installed in residential and commercial properties. She has restored large windows on historic factory buildings as well as windows for owners of historic homes. Howland is employed part-time by the University of Massachusetts Labor-Management Workplace Education Program. In this capacity she serves as Project Director of the Community Works Building Trades Pre-Apprenticeship Training Program to enable low-income residents of Springfield and Holyoke, especially women and people of color, to access high-paying careers in construction trades. Pam Howland will serve in a consulting capacity to coordinate the partnership, the Advisory Board and develop the Registered Apprenticeship Program.

The Western Massachusetts Regional Women's Correctional Center (WCC) is ready to begin the process of gaining EPA-approved training certification with Vocational Instructor, Cassie LePetrie in place. In collaboration with the community, WCC offers gender-specific, trauma-informed programs that enable socially and civically-responsible citizens to re-enter their communities. As a member of WCC's multi-disciplinary team, LePetrie is an experienced carpentry instructor, talented teacher and an effective job counselor. WCC applies best practices that will contribute to the program goal of bringing more women into gainful employment. Transitional Employment for women in minimum security will result from marketing a newly-offered service in de-leading and asbestos abatement. TE will follow the workforce training model already proven by York Street Industries (YSI). YSI was pioneered by Hampden county Sheriff's Department to provide inmates with work experience through self-sufficient record in helping returning citizens to be successful in a job placement.

QUALITY REQUIREMENTS:

Staffing Plan: The Proposer has documented a clear staffing plan comprised of a team of professionals with expertise to provide high quality job training program, multi-lingual services and workforce development services.

INVITATION FOR BID NUMBER 14262: Workforce Development and Training to Residents
Affected by Natural Disaster Springfield

BID CONTENT, continued

D. CAPACITY TO PROVIDE SERVICE:

OWW and WCC have the capacity to launch The Preservation Trades Training and Business Opportunity Program within the first month of the grant award. Both partners have the physical facilities and staff in place to implement the program. WCC will handle all funds related to the EPA training program with care for inmate confidentiality. Fiscal and grant reporting responsibilities will be carried-out by OWW. The two partners will utilize the same tracking procedures for services delivered outcomes. All residents of the South End and Six Corners who are accepted into the OJT component will be eligible for free training through the WCC abatement program.

The Program Manager, Jeannette Gordon is prepared to start full-time work immediately to set up the Community Workshop component and begin job development. Our program is bi-lingual and trauma-informed to help women bridge fear and different cultural understandings of women's roles as mothers, care takers, spouses and bread-winners in their family settings.

Upon notification of grant award WCC staff and the Vocational Instructor will immediately begin the EPA process of becoming a licensed training provider for de-leading and asbestos abatement.

The Preservation Trades Training and Business Opportunity Program will also benefit from an involved education, workforce development and business network including FutureWorks, the Regional Employment Board, STCC and HCC, the Wellspring Collaborative, the Business Growth Center, New England Business Associates, Center for Ecological Technology and local contractors. Workforce development professionals, educators, business owners and neighborhood leaders will be asked to serve as an Advisory Board to help insure the success of the program.

QUALITY REQUIREMENTS:

Staffing Plan: The Proposer has documented a clear staffing plan comprised of a team of professionals with expertise to provide high quality job training program, multi-lingual services and workforce development services.

Management and Implementation Plan: The Proposer has documented a clear comprehensive management and implementation plan. The Proposer clearly demonstrates they are able to begin the program no later than September, 2014.

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BID CONTENT, continued

E. TRAINING CONTENT

We have designed the Preservation Trades Training and Business Opportunity Program to reach the greatest possible number of women residents of the South End and Six Corners who have low self-esteem and little experience in a competitive employment market.

Most poor women have low educational attainment, no vehicle and 65% of women with children live in poverty. Many have experienced violence on the streets or in their homes and face physical and emotional barriers to employment. Most female-heads-of-household here are trapped in part-time, low-wage jobs as the only alternative to public assistance. Many women returning from incarceration lack successful employment experience even though most are motivated and willing to work hard when they first re-join the community.

There are two training formats. One begins with Free Community Workshops held in community centers and locations in the Six Corners and South End neighborhoods. The second format is structured at the facilities of OWW/TLC with a curriculum of classroom instruction and hands-on experience followed by On-the-Job Training placement. All components will be directed by the Program Manager.

1. **Free Community Workshops:** Outreach will begin with a schedule of workshop subjects written in Spanish and English and distributed by every church and neighborhood organization to residents of the South End and Six Corners. To attract women to attend, refreshments and child care will offered with simple sign-in sheets but pre-registration is not required. Subjects will be taught by professionals and experts who will guide discussions and help identify community leaders and motivated women interested in formal job training. Topics include:
 - a. How to look at your household as a business—setting goals
 - b. How to start your own business
 - c. How to get your high school diploma
 - d. How to start a business with friends
 - e. How to get paid for learning a trade and staying in school
2. **EPA Abatement Credential Program, open Trades Learning Center and On-the-Job Training:** These components provide the critical financial incentive for residents to progress through the job training program. Formal applications are required for entrance into these programs.
 - a. **EPA Abatement Credential:** The WCC will develop and secure licensing to operate a lead and asbestos abatement training center. Text books and class curriculum are established by EPA. After perfect attendance in the 38-hour course, participants will complete the credential by passing the third-party licensing exam and required medical physical. Grant funds will loan the license fee of \$150 as necessary to allow successful candidates to be placed in competitive jobs.

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b. OJT and Trades Learning Center:

- i. HSD will supervise Transitional Employment. While in minimum security women are trained to measure, cut materials and assemble work stations and building components. Women will be selected for TE by the Vocational Instructor after a 20-hour trial period on a work crew performing community service. Based on the trial period the HSD Instructors will train women through Transitional Employment specializing in removal and re-installation of historic windows and architectural building components.
- ii. OWW will operate the OJT component at its shop on Mill St. Women must attend an Information Session and participate in a 20-hour trial period at OWW. The Program Manager and CEO of OWW, along with worker-owners, will teach and supervise the trial period prior to beginning the OJT program. OJT employees are eligible to be worker-owners of OWW.
- iii. OJT will be for a period of 6-months while learning the skills and methods of wood restoration. OJT employees will be selected for training and credentialing as Lead and Asbestos Supervisors.
- iv. Classroom instruction and hands-on experience of 150-hours will include a certificate of completion in the following:
 - US Department of Interior approved Window Preservation Standards

- c. Registered Apprenticeship Program:** A formal apprenticeship program will insure long-range continuation of training, increasing wages and a step-ladder of professional standing.
- Apprentices will be placed with a network of local contractors performing deconstruction and architectural restoration along with OWW. Apprentices will work for 2000 hours to achieve the highest Artisan-Level standing which qualifies them to teach the Window Preservation and De-construction curriculum.

QUALITY REQUIREMENTS:

Service Provision: The Proposer demonstrates some understanding of the workforce development and job training needs of individuals living in target area.

Prioritization of Training Opportunities for Residents of Target Neighborhoods: The Proposer has submitted a high quality and detailed plan that includes extensive outreach, incentives and access to job training opportunities for residents of the targeted Six Corners and South End neighborhoods.

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BID CONTENT, continued

F. BUDGET AND LEVERAGING

In February, STCC committed to contract with OWW to restore windows on a historic building pending lead and asbestos licensing. This grant will leverage additional contracts which will enable more residents of the South End and Six Corners to be placed in OJT positions.

Leverage summary:

WCC Vocational Instructor for EPA training	\$5,000
Contracts for services pay for OJT and TE supervision, transportation, equipment and labor. Pending contract: STCC Building #8	\$25,000
OWW Instructor, Pam Howland and Jeannette Gordon at \$50 per hour	\$2,000

Proof of HSD/WCC and OWW is that we are the proposers of the grant application.

Proof of STCC leverage is attached here.

Proof of donated space for community workshops from Dunbar Community Center and Mill Park Office Complex attached.

QUALITY REQUIREMENTS:

Leveraging: The Proposer has documented the highest amount of other committed financial resources to match requested funding in order to provide the greater amount of services.



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One Armory Square
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Springfield, MA 01102-9000
(413) 755-4906 • Fax (413) 755-6308
lrubenzahl@stcc.edu • www.stcc.edu

Pam Howland
Window Preservation, LLC
81 Mill St.
Springfield, MA 01108

Mike Mastriani
Assistant Deputy Superintendent
Hampden County Sheriff's Department
627 Randall Rd.
Ludlow, MA 01056

RE: IFB 14-262: Workforce Development and Training for Residents Affected by
Natural Disasters
CONFIRMATION OF LEVERAGE

Dear Ms. Howland and Mr. Mastriani:

STCC is pleased to contribute to efforts that will assist residents from the South End and Six Corners neighborhoods in accessing job training and higher education through the Workforce Development and Training grant.

This letter is to confirm a leverage of funds up to \$25,000 for Window Preservation, LLC and the Hampden County Sheriff's Department to restore windows on Building #8 of our campus pending lead and asbestos certifications, insurance and qualified laborers to perform the work.

STCC welcomes the opportunity to create good-paying jobs with an educational component for residents from the South End and Six Corners.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Suzor".

Michael J. Suzor
Assistant to the President

CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT
36 COURT STREET, ROOM 307, SPRINGFIELD, MA 01103

INVITATION FOR BID

IFB (Bid) Number 14-262

Will be received at the Office of Procurement until 2:00 P.M. JULY 11, 2014 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

By: Lauren Stabilo, Chief Procurement Officer

This Invitation for Bid is for: Service Providers to Deliver Workforce Development and Training to Residents Affected by Natural Disasters in Springfield

As requested by: Springfield Office of Planning and Economic Development

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by:

Window Preservation, LLC and the Hampden County Sheriff's Department

81 Mill St. Springfield, MA and 627 Randall Rd., Ludlow, MA

(Company Name)

(Company Address)

I acknowledge receipt of addenda numbered: _____

I certify that:

- (a) I have been authorized to submit and sign this bid on behalf of the submitting organization;
- (b) that the bid is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;
- (c) the proposed cost do not duplicate other funds already available, or which may become available, to pay the project costs;
- (d) my organization will implement the services in compliance with the stipulations and guidelines set forth by the City of Springfield; and,
- (e) the organization that I represent is equal opportunity employer/provider

signed by:

Pamela J. Howland, President, Window Preservation, LLC
(Printed or Typed Name and Title of Authorized Representative)

[Handwritten Signature]

(Signature and Date)

July 10, 2014

Telephone Number: *413 462 9255*

Fax: _____

Website: _____

Email Address: *Pamhowland1@gmail.com*

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number _____ State Identification Number _____ Federal Identification Number 27-5301405

Company: Window Preservation LLC

P.O. Box (if any): _____ Street Address Only: 81 Mill St.

City/State/Zip Code: Springfield MA 01108

Telephone Number: 413-552-9255 Fax Number: _____ Email: pamhowland1@gmail.com

List address(es) of all other property owned by company in Springfield: _____
Please identify if the bidder/proposer is a Corporation _____

Individual _____ Name of Individual: _____

Partnership _____ Names of all Partners: _____

Limited Liability Company Names of all Managers: Pamela Howland

Limited Liability Partnership _____ Names of Partners: _____

Limited Partnership _____ Names of all General Partners: _____

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

FEDERAL TAX CERTIFICATION

I, Pamela Howland certify under the pains and penalties of perjury that Window Preservation LLC to my best knowledge and belief, has/have complied with all United States Federal taxes required by law. (authorized agent) (Bidder/Proposer)

Window Preservation, LLC Bidder/Proposer/Contracting Entity [Signature] Authorized Person's Signature Date: July 11, 2014

CITY OF SPRINGFIELD TAX CERTIFICATION

I, Pamela Howland certify under the pains and penalties of perjury that Window Preservation LLC to my best knowledge and belief, has/have complied with all City of Springfield taxes required by law, has/have entered into a Payment Agreement with the City. (authorized agent) (Bidder/Proposer)

Window Preservation, LLC Bidder/Proposer/Contracting Entity [Signature] Authorized Person's Signature Date: July 11, 2014

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C §49A, I, Pamela Howland certify under the pains and penalties of perjury that Window Preservation LLC to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. (authorized agent) (Bidder/Proposer)

Window Preservation, LLC Bidder/Proposer/Contracting Entity [Signature] Authorized Person's Signature Date: July 11, 2014

Notary Public

STATE OF Massachusetts _____, 2014

County of Hampden, ss.

Then personally appeared before me [name] Pamela Howland [title] owner of [company name] Window Preservation LLC being duly sworn, and made oath that he/she has read the foregoing document, and knows the contents thereof, and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act and deed of [company name] WPLC.

My commission expires: _____
Notary Public [Signature] 5/30/2019

YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND NOTARIZED MAY BE REJECTED.

TO BE INCLUDED IN ALL SPECIFICATIONS

COMPLIANCE WITH FEDERAL, COMMONWEALTH OF MASSACHUSETTS, AND CITY OF SPRINGFIELD TAX LAWS.

A. COMPLIANCE WITH TAX LAWS

The contractor must be in compliance at the time it submits its bid and afterwards if selected as the contractor, with all Federal, Commonwealth of Massachusetts and City of Springfield tax laws, the contractor will be disqualified from the bidding procedure.

B. TAX CERTIFICATION AFFIDAVIT.

The contractor must complete and return the Tax Certification Affidavit with the contractor's bid/proposal. Failure to complete and return the Tax Certification Affidavit will disqualify the contractor from the bidding procedure.

C. VERIFICATION OF COMPLIANCE WITH FEDERAL AND MASSACHUSETTS TAX LAWS.

If the City of Springfield discovers that the contractor is not in compliance with Federal or Massachusetts tax laws, the contractor shall be excluded from the bidding procedure.

D. COMPLIANCE WITH THE CITY OF SPRINGFIELD TAXES.

If the City of Springfield discovers that the contractor owes the City of Springfield any assessments, excise, property or other taxes, including any penalties and interest thereon, the contractor shall be excluded from the bidding procedure.

The contractor at all times during the term of an awarded contract shall observe and abide by all Federal, Commonwealth of Massachusetts and City of Springfield tax laws and remain in compliance with such laws, all as amended.

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

Paula J. Howland

(NAME OF PERSON SIGNING BID)

Paula J. Howland

(SIGNATURE)

Window Preservation, LLC

(COMPANY)

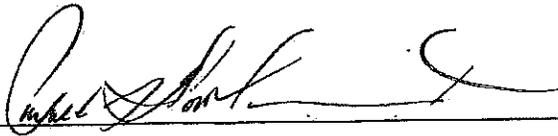
THIS FORM MUST BE SIGNED & RETURNED WITH YOUR BID OFFER. FAILURE TO SUBMIT THIS FORM IS CAUSE FOR IMMEDIATE REJECTION.

CERTIFICATIONS AND OTHER TERMS AND CONDITIONS

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

- The signing individual certifies that he/she is authorized to sign a contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of the Office of Planning and Economic Development.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Invitation for Bids.
- The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- The City of Springfield reserves the right to negotiate the contract amount with the provider(s) selected within the guidelines of the CDBG-DR program funding.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the City of Springfield will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the provider during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this IFB shall be subject to and interpreted under the laws and jurisdiction of the State of Massachusetts.

Signature



Date

July 10, 2014

(Signed certification/conditions to be returned with the Bid)

**AFFIRMATIVE ACTION PLAN
(GOODS AND SERVICES BID ONLY)**

NAME OF PROJECT Preservation Trades Training and Business Opportunity Program BID NO. _____

A.) What is the total number of employees that is currently employed by your company?

OVERALL TOTALS (SUM OF COLS THRU F) A	NUMBER OF EMPLOYEES									
	MALE					FEMALE				
	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) G	BLACK (NOT OF HISPANIC ORIGIN) H	HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
						1		1		

B.) What is your anticipated work force for this project/service? 6
Number of Minorities 5 Number of Females 6

C.) Is your company at least 51% owned and controlled by one of the following groups members? Please circle the appropriate categories.

MALE FEMALE Black, Hispanic, Asian, American Indian,
Alaskan Native, Cape Verdean, Caucasian.

[Signature]
AUTHORIZED SIGNATURE

July 10 2014
DATE

Window Preservation, LLC
FIRM

81 Mill St., Springfield, MA 01108
ADDRESS

413 552-9755
TELEPHONE NUMBER

**THIS FORM MUST BE SUBMITTED BY THE BIDDER WITH THE BID /PROPOSAL,
AND SIGNED BY THE BIDDING COMPANY IF THE REQUIRED INFORMATION IS
PROVIDED OR NOT.**



**CITY OF SPRINGFIELD
OFFICE OF PROCUREMENT
36 COURT STREET- ROOM 307, SPRINGFIELD MASSACHUSETTS 01103**

July 9, 2014

**Addendum # 1, Bid No. 14-262 RFP: Service Providers to Deliver Workforce Development and Training to Residents Affected by Natural Disasters in Springfield
Opening Date: July 11, 2014 at 2:00 PM**

Ladies and Gentlemen:

This is an addendum to the above bid. Special attention should be given to this addendum to preserve the validity of any proposal submitted in response to this request. **Bid responses must acknowledge this and all addenda, failure to acknowledge may result in rejection of your bid.**

Please see City responses to questions received by July 3rd deadline.

Question 1 RE: References:

Page 6. "Three Clients": May these references be public administrators who have experience with individuals proposing the program? **Yes, as long as the experience with the individuals proposing the program is sufficient to provide insights regarding their skills and qualifications.**

Question 2 RE: Separate sections in addition to Bid Content?

Page 3 " ...a section on their proposal with an explanation on how they meet the following criteria" and Page 6: **QUALITY REQUIREMENTS:**
Are you looking for separate specific tabbed and labeled sections to address these two sets of items?

The proposal should include five tabs labeled A through F according to page 5 of the IFB. The Quality Requirements on page 6 are items that the proposer must address in their proposal. For example, the response to the quality requirement, (A) Experience, will most likely be found under TABS: A. Organizational Background and C. Experience and Qualifications. Another example: the quality requirement (C) Staffing Plan, will most likely be found under TAB D. Capacity to provide service.

Quality Requirements were included in the IFB to serve as guidelines for the reviewers to evaluate proposals. Proposers can use these Quality Requirements to review their own proposal and ensure all items are addressed within their proposal before submitting it.

Labeling answers to the Quality Requirements may help reviewers find the information quickly.

Question 3 RE: Service Provision

Page 6: "...demonstrate understanding...but it is not clear how the services to be provided will address the needs."

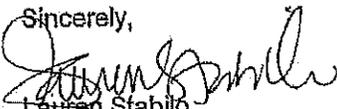
Can we assume this means to demonstrate how our training proposal meets the needs of the population with multiple barriers to employment? Yes, make the case as to how the services you will be providing will address the needs of the target population.

Question RE: Brevity or length

Our proposal is 5 or 6 pages long in narrative sections of the Introduction and BID CONTENT. What is your ideal, or expected, length for full evaluation of competing proposals? The proposal should be organized according to the TAB sections described on page 5. The is no limit on the overall length of the proposal given the wide range of potential services that may be provided as response to the IFB. Proposers should always keep in mind that reviewers will be reading proposals looking for responses to the required TAB sections and quality requirements. Anything that proposers can do to help reviewers find the information quickly and efficiently is greatly appreciated. Additional narrative, tables, photos, newspaper clippings, etc... that does not directly respond to the required contents of the proposal but serves as supportive information, may be included in the proposal as an attachment.

If you have sent your response, you may send any changes to the Office of Procurement before the time for opening. These must be sealed with the name of your firm and the bid number clearly marked on the envelope.

Sincerely,


Lauren Stabilo
Chief Procurement Officer

Please acknowledge receipt of this addendum by signing below and returning to this office via fax to (413) 787-6295.

Signed:  July 11 2014
(title)

Company: (please print) Window Preservation, LLC

COST SHEET

PRICE (OR COST) INFORMATION MUST BE SIGNED, SEALED AND SUBMITTED WITH BID DOCUMENTS.

*Hampton County Sheriff's Department
Window Preservation, LLC*

(Name of Proposer Firm/Individual)

Provide clear budget including a total cost per training. Please clearly identify other financial sources that are committed to the program in addition to requested funding. Proof of commitments should be included.

Total Cost per Training \$ 5,000

Total Budget For Services \$ 100,000

(in words) One Hundred Thousand and 00 dollars.

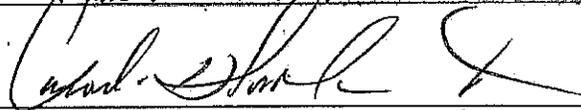
Please attach your completed budget that will coincide with your comprehensive services for implementation of workforce development and job training needs for local residents.

This sheet is to be signed below by a representative of the Proposer Firm who is authorized by the Chief Executive Officer of that firm to sign:

Name and title typed or printed:

Pamela J. Howard, President

by:



(Signature)

IFB: 14-262

WORKFORCE DEVELOPMENT AND TRAINING TO RESIDENTS AFFECTED BY NATURAL DISASTERS

PRESERVATION TRADES TRAINING AND BUSINESS OPPORTUNITY PROGRAM 07.11.2014 IFB 14-262				
ACTIVITY	ITEM	GRANT	LEVERAGED	SOURCE
EPA-Abatement Training Center				
	WCC Vocational Instructor		\$ 5,000	WCC staff time
	Instructor Certifications			
	Lead	\$ 150		
	Asbestos	\$ 225		
	Instructor Training			
	Lead	\$ 495		
	Asbestos	\$ 495		
	Asbestos Trng Provider	\$ 1,750		
	Lead Trng Provider License	\$ 1,775		
	Instruction PPEs	\$ 1,800		
	Program Development	\$ 2,000		
	Books and supplies	\$ 500		
	subtotal	\$ 9,190	\$ 5,000	
Abatement Facility				
	Training/Credentialling costs for 4 OJT positions:			
	Asb Supervisor License	\$ 900		
	Asb Contractor License	\$ 2,100		
	Asbestos Supervisor Trng	\$ 1,980		
	Lead Supervisor Training	\$ 1,980		
	Lead Contractor License	\$ 575		
	Facility costs:			
	Rent (\$700/mo/10months)	\$ 7,000		
	Utilities	\$ 1,200		
	Insurance Premiums	\$ 5,169		
	subtotal	\$ 20,904		
Community Workshops				
	Refreshments	\$ 500		
	Supplies	\$ 750		
	Instructors - Trainers	\$ 945	\$ 2,000	OWW staff time
	subtotal	\$ 2,195		
OWW Trades Learning Center				
		48 weeks		
	Start-up equipment	\$ 8,107		
	Start-up supplies	\$ 1,229		
	Wages, fringe and benefits	\$ 53,375	\$ 25,000	STCC window restoration
	subtotal	\$ 62,711		
	Registered Apprenticeship Program Development	\$ 5,000		
	TOTAL GRANT REQUEST	\$ 100,000	\$32,000	

PRESERVATION TRADES TRAINING AND BUSINESS OPPORTUNITY PROGRAM

07.11.2014 IFB 14-262

OLD WINDOW WORKSHOP SET-UP BUDGET

Equipment					
Negative air machine (1; Eramator 600)		\$	875	includes filters and ducting	
HEPA vac (1) FEIN		\$	450	incl. filters	
VOC ventilation for painting room		\$	600	incl. ducting and fan	
OSHA Personal Protective Equip:					
respirators (North, half-mask; 4)		\$	80	20 ea	
coveralls (grainger #2AH38/25)		\$	250	25 coveralls*12ea	
shoe covers (grainger; #4LUP8)				200/pk	
gloves (vinyl, latex, nitrile, coated work)		\$	25	boxes	
Shower station & plumbing		\$	700		
Encapsulating zip wall system (grainger ; #4JX88)		\$	77	6 mil; 10x100	
Work stations and materials dollies		\$	3,000	Custom	
Compound Mitre Saw and blades		\$	300	Used saw	
Dremel (grainger; #5EEU8)		\$	60	Home Depot	
Kregg Jig		\$	225		
Glass snappers, pliers (CRL catalogue)		\$	30		
Infra-red heater		\$	450	Speedheater	
Infra-red replacement bulbs		\$	180		
Fein Multi-tool (#3DRN2		\$	280	6REJ8; sanding pads 22;	
Fein blades		\$	120		
Heat gun		\$	71	Clearmount	
Belt sander (#1LPP8)		\$	95	HomeDepot (PorterCable)	
Random-orbit sander		\$	60	HomeDepot (Dewalt)	
24" cutting square CRL catalogue)		\$	41		
36 " pipe clamps (4)		\$	85		
spring clamps		\$	18		
C-clamps		\$	10		
chisels: 3/8" and 1/2"		\$	25		
TOTAL EQUIPMENT					\$ 8,107
Restoration Supplies					
			Quantity	Unit Pr	Total
sash cord rolls	rolls		8	12	\$ 96
MH Ready Patch	gallons		1	10	\$ 10
Glazol	gallons		4	33	\$ 132
6 mil poly	rolls		2	40	\$ 80
sandpks			4	34	\$ 136
Linseed oil	quarts		2	8	\$ 16
Penetrol	quarts		2	8	\$ 16
Terpentine	quarts		2	8	\$ 16
Abratron:					
Liquid Wood	quarts		2	65	\$ 130

Wood epoxy	quarts	2	75	\$	150	
BenMoore Alkyd primer	gallons	3	42	\$	126	
BenMoore Latex paint	gallons	1	29	\$	29	
whiting	quarts	2	15	\$	30	
sash brushes		5	10	\$	50	
paint brush cleaner	quarts	1	8	\$	8	
squeeeges and poles		4	15	\$	60	
plumbers brushes	box	2	6	\$	12	
5-in-one tool		3	8	\$	24	
stiff putty knife		2	8	\$	16	
wire brush		2	5	\$	10	
Felco scrapers		2	18	\$	36	
Carbide scrapers		2	14	\$	28	
glazing points		2	3	\$	6	
painters tape	rolls	2	6	\$	12	
5-gallon buckets w, lids	onhand					
dust pan, brooms, wisk brooms						
spray bottles						
screw drivers						
caulk guns						
plyers						
First-aid supplies						
rag						
TOTAL SUPPLIES						

INVITATION FOR BID NUMBER 14262: Workforce Development and Training to Residents
Affected by Natural Disaster Springfield

BID CONTENT, continued

G. PERFORMANCE MEASURES & OUTCOME

OUTCOMES/GOALS	MEASURES	SCHEDULE OF ATTAINMENT
10 Free Community Workshops will be held in South End and Six Corners neighborhood locations	50 to 100 women residents who are under-employed or not working will attend one or more workshops.	Community workshops will begin in October of 2014 and every month following.
Establish a de-leading and asbestos abatement facility within walking distance of South End and Six Corners residents	10 to 25 women will be trained to work safely with historic wood building components.	Open workshop hours at OWW will begin in November, 2014.
Establish an EPA-approved Training Center for lead and asbestos abatement	WCC has a license to begin training.	EPA will issue approval to WCC by June 2015.
Employment Re-Entry	20 participants will re-enter the workforce as a direct result of program activities.	By June 2015 8 participants will enter
Employment Retention	20 participants employed prior to enrolling and remain employed by the end of the program.	By June 2015
Credential Rate	10 participants will pass the HiSET exam or stay in school. 4 participants will be licensed in lead safety.	By June 2015

INVITATION FOR BID NUMBER 14262: Workforce Development and Training to Residents
Affected by Natural Disaster Springfield

BID CONTENT, continued

H. REFERENCES : see form attached

Vitek Kruta, President, SBS Investments
vitekjp@gmail.com

Kevin Lynn, Interim Executive Director, FutureWorks
klynn@getajob.cc

Leida Cartegena, MSW, (former) Vice President for Workforce Development, New England Farm
Workers Council
Lcartegena23@gmail.com

BIDDERS REFERENCE FORM

List at a minimum three (3) business references whom you have done volume business and service for in the past five (5) years.

COMPANY: SBS Industries, LLC

Reference Name: Vitek Kruta, President

Description: Property owner

Location: 200-218 Race St. Holyoke MA 01040

Contract Amount: \$ 10,000 Completion Date: November 2014

Contact: Vitek Kruta Phone: 413 539-0385

Owner & Address: Vitek Kruta, 90 Race St., Holyoke, MA

COMPANY: FutureWorks

Reference Name: _____

Description: One Stop Career Center

Location: 1 Federal St., Springfield MA

Contract Amount: \$ NA Completion Date: _____

Contact: Kevin Lynn Phone: 413 858-7800

Owner & Address: NA

COMPANY: New England Farm Workers' Council

Reference Name: Leida Cartagena

Description: Vice President of Workforce Development

Location: 225 High St Holyoke MA

Contract Amount: \$ 365,000 + Completion Date: N/A

Contact: L. Cartagena Phone: 413-530-5403

Owner & Address: PFC 11-13 Hampden Ave Spfld MA 01103

SPS INVESTMENTS, LLC

200 -218 Race Street HOLYOKE MA 01040, contact: 413 539 0385

Lauren Stabilo
Director of Procurement
City of Springfield
36 Court St.-Room 301
Springfield, MA 01103

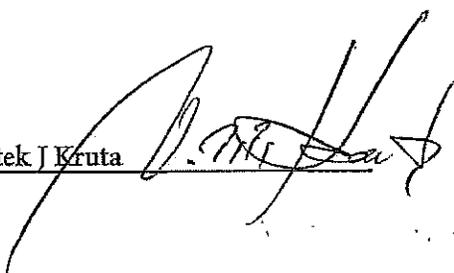
RE: IFB 14-262: Workforce Development and Training for Residents Affected by Natural Disasters

LETTER OF RECOMMENDATION

Dear Ms. Stabilo:

This letter of recommendation is to express our satisfaction regarding the current performance of Window Preservation LLC in the restoration of 20 historic windows for our development project at 200 Race Street.

SPS Investments has collaborated with the Holyoke Preservation Trust in efforts to provide workforce development opportunities to said organization and, as a result, we are pleased with their standard of work and confident that they can meet the required expectations for similar preservation assignments.


□ Vitek J Kruta

□ Date: July 10/14



July 10, 2014

Lauren Stabilo
Director of Procurement
City of Springfield
36 Court St.-Room 301
Springfield, MA 01103

RE: IFB 14-262: Workforce Development and Training for Residents
Affected by Natural Disasters
LETTER OF REFERENCE

Dear Ms. Stabilo:

This letter is to recommend Window Preservation LLC (WPLLC) and the Hampden County Sheriff's Department as they are capable of delivering workforce development and training services to low-income residents of the South End and Six Corners neighborhoods.

Staff of FutureWorks have partnered with the staff of the Sheriff's Department and Pam Howland of WPLLC to provide jobs for returning workers and women. We will support their efforts to establish a Registered Apprenticeship Program in Historic Preservation Trades as a means of creating high-paying jobs. FutureWorks will assist with outreach by publicizing the availability of these training services. This will include hosting an informational session on the program for residents in the target area.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin E. Lynn", with a long horizontal flourish extending to the right.

Kevin E. Lynn

Lead Manager

1 Federal St. Bldg 103-3
Springfield, MA 01105-1160
Phone: (413) 858-2800
Fax: (413) 858-2810
getajob.cc



A PFC Affiliated Corporation
225 High Street, 3rd Floor
Holyoke, MA 01040

Recommendation Letter for Jeannette Gordon

To Whom It May Concern:

I had the pleasure to work with Mrs. Jeannette Gordon for about five years, serving as her immediate supervisor for close to two years, in The National Farm Worker Job Program for the Department of Labor. Jeannette distinguished herself as a leader amongst her peers with a strong work ethic and passion for creativity and high performance.

Jeannette is a problem solver and is quick to assess a situation or environment and work her team to address issues before they arise. She is loyal and dedicated to the people that she served and would frequently go above and beyond her duties to ensure that program participants and stakeholders needs were met. Her organizational and planning skills are excellent as she was able to create systems that significantly increased the performance of her program.

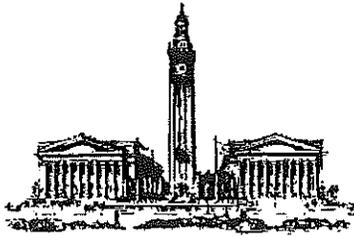
I recommend Jeannette Gordon for any and all organizations an programs that will continue to value this amazing woman. She has great skills and experience to share.

Sincerely,

Leida Cartagena, MSW

ATTACHMENT A
Section 3 Resident Application

**City of Springfield
Office of Housing
Section 3 Resident Application**



Please note: This is not a job application. The information that you provide here will be entered into a database and shared with employers as job and training opportunities become available through the City of Springfield Office of Housing and its affiliates.

APPLICANT INFORMATION		
Last Name <i>Sheffield</i>	First <i>LISA</i>	M.I.
Street Address <i>436 Memorial Drive</i>		Apartment/Unit #
City <i>Chicopee</i>	State <i>MA</i>	Zip
Phone	Email <i>jontr1996@aol.com</i>	
Public Housing Resident YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Section 8 Participant YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Are you authorized to work in the U.S.? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you speak a language other than English? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If yes, specify

EDUCATION		
High School <i>Sci-tech</i>	Street Address <i>1250 State St</i>	
City <i>Spfld</i>	State <i>MA</i>	Zip <i>01109</i>
From <i>9/2010</i>	To <i>5/2014</i>	Did you graduate? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
College	Street Address	
City	State	Zip
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, describe degree

City of Springfield
Office of Housing
 Section 3 Resident Application



TRAINING			
Driver's license?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
OSHA 10 Safety Certified?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, when?
HUD YouthBuild	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Apprenticeship/ Pre-Apprenticeship	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Military Service?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Union Membership?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Other training?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe

DESIRED TRAINING/EMPLOYMENT OPPORTUNITIES	
I am seeking Employment	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	If yes, specify desired job(s) <input type="checkbox"/> Asbestos Worker <input type="checkbox"/> Bricklayer <input checked="" type="checkbox"/> Carpenter <input type="checkbox"/> Electrician <input type="checkbox"/> Insulator <input checked="" type="checkbox"/> Laborer <input type="checkbox"/> Secretary <input checked="" type="checkbox"/> Painter <input type="checkbox"/> Maintenance <input type="checkbox"/> Tenant Coordinator <input type="checkbox"/> Other (specify)
I am seeking training opportunities	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	If yes, specify training type(s) Examples: <input type="checkbox"/> Construction <input type="checkbox"/> Administrative <input type="checkbox"/> Management <input type="checkbox"/> Other (specify)

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		City	State Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	

City of Springfield
Office of Housing
 Section 3 Resident Application



PREVIOUS EMPLOYMENT				
Company			Phone	
Address		City	State	Zip
Job Title				
Responsibilities				
From	To	Reason for leaving		
Company			Phone	
Address		City	State	Zip
Job Title				
Responsibilities				
From	To	Reason for leaving		
Company			Phone	
Address		City	State	Zip
Job Title				
Responsibilities				
From	To	Reason for leaving		

**City of Springfield
Office of Housing
Section 3 Resident Application**



DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that if the information provided leads to employment, false or misleading information may result in my release. I authorize the City of Springfield Office of Housing to share this information with prospective employers. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history, academic/professional credentials, military service records, criminal, driving, financial, and credit records through any investigative or credit bureaus of your choice. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature *Lisa Sappal* Date

FOR NON PUBLIC HOUSING RESIDENTS ONLY: FY 2014 INCOME LIMITS DOCUMENTATION

The undersigned on oath deposes under penalty of law as follows:

- My household income from this year for the number of people in my household IS MORE THAN the income limits below.
- My household income from this year for the number of people in my household IS LESS THAN the income limits below.

SPRINGFIELD CITY, MASSACHUSETTS									
FY 2014 INCOME LIMIT AREA	MEDIAN INCOME	FY 2014 INCOME LIMIT CATEGORY	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
SPRINGFIELD CITY	\$65,700	LOW (80% INCOME LIMIT)	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250

I understand that the information above relating to the size and annual income of my family may require verification. I agree to provide upon request documents verifying this information and I authorize the release of this information required for the United States Department of Housing and Urban Development or the City of Springfield Office of Housing to verify my status as a "Section 3 Resident" under Section 3 of the Housing and Urban Development Act of 1968 (and the related regulations).

Signature *Lisa Sappal* Date

Return to:
Melanie Acobe
Section 3 Program Manager
1600 E. Columbus Ave.
Springfield, MA 01103
Phone: (413) 750-2877
Fax: (413) 787-6515
Email: MAcobe@springfieldcityhall.com

City of Springfield
Office of Housing
Section 3 Resident Application



Please note: This is not a job application. The information that you provide here will be entered into a database and shared with employers as job and training opportunities become available through the City of Springfield Office of Housing and its affiliates.

APPLICANT INFORMATION		
Last Name <i>Varquez</i>	First <i>Denise</i>	M.I.
Street Address <i>356 Belmont Ave.</i>		Apartment/Unit #
City <i>Springfield</i>	State <i>MA</i>	Zip <i>01107</i>
Phone <i>413-949-2722</i>	Email	
Public Housing Resident YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Section 8 Participant YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Do you speak a language other than English? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If yes, specify <i>Spanish</i>

EDUCATION		
High School <i>Pending GED</i>	Street Address	
City	State	Zip
From To	Did you graduate? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
College	Street Address	
City	State	Zip
From To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, describe degree

City of Springfield
Office of Housing
 Section 3 Resident Application



TRAINING		
Driver's licenser?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
OSHA 10 Safety Certified?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
HUD YouthBuild	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Apprenticeship/ Pre-Apprenticeship	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Military Service?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Union Membership?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Other training?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

DESIRED TRAINING/EMPLOYMENT OPPORTUNITIES	
I am seeking Employment	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
I am seeking training opportunities	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

If yes, specify desired job(s)
 Asbestos Worker Bricklayer Carpenter
 Electrician Insulator Laborer
 Secretary Painter Maintenance
 Tenant Coordinator Other (specify)

If yes, specify training type(s)
 Examples: Construction Administrative
 Management Other (specify)

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		City	State Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	

City of Springfield
Office of Housing
 Section 3 Resident Application



PREVIOUS EMPLOYMENT			
Company		Phone	
Address	City	State	Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	
Company		Phone	
Address	City	State	Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	
Company		Phone	
Address	City	State	Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	

**City of Springfield
Office of Housing
Section 3 Resident Application**



DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that if the information provided leads to employment, false or misleading information may result in my release. I authorize the City of Springfield Office of Housing to share this information with prospective employers. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history, academic/professional credentials, military service records, criminal, driving, financial, and credit records through any investigative or credit bureaus of your choice. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature

Date

Denise Vezyan

7-10-14

FOR NON-PUBLIC HOUSING RESIDENTS ONLY: FY 2014 INCOME LIMITS DOCUMENTATION

The undersigned on oath deposes under penalty of law as follows:

- My household income from this year for the number of people in my household **IS MORE THAN** the income limits below.
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SPRINGFIELD CITY, MASSACHUSETTS									
FY 2014 INCOME LIMIT AREA	MEDIAN INCOME	FY 2014 INCOME LIMIT CATEGORY	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
SPRINGFIELD CITY	\$65,700	LOW (80% INCOME LIMIT)	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250

I understand that the information above relating to the size and annual income of my family may require verification. I agree to provide upon request documents verifying this information and I authorize the release of this information required for the United States Department of Housing and Urban Development or the City of Springfield Office of Housing to verify my status as a "Section 3 Resident" under Section 3 of the Housing and Urban Development Act of 1968 (and the related regulations).

Signature

Date

Denise Vezyan

7-10-14

Return to:

Melanie Acobe
Section 3 Program Manager
1600 E. Columbus Ave.
Springfield, MA 01103
Phone: (413) 750-2877
Fax: (413) 787-6515
Email: MAcobe@springfieldcityhall.com

**City of Springfield
Office of Housing
Section 3 Resident Application**



Please note: This is not a job application. The information that you provide here will be entered into a database and shared with employers as job and training opportunities become available through the City of Springfield Office of Housing and its affiliates.

APPLICANT INFORMATION		
Last Name <i>Lexie</i>	First <i>Melendez</i>	M.I.
Street Address <i>Homeless - 100 White St.</i> <i>previous address</i>		Apartment/Unit # <i>3</i>
City <i>Springfield</i>	State <i>MA</i>	Zip <i>01108</i>
Phone	Email <i>rene122020@gmail.com</i>	
Public Housing Resident YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Section 8 Participant YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Are you authorized to work in the U.S.? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you speak a language other than English? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If yes, specify <i>SPANISH</i>

EDUCATION		
High School <i>High School of Science</i>	Street Address <i>1750 State St</i>	
City <i>Springfield</i>	State <i>MA</i>	Zip
From <i>2009</i>	To <i>2013</i>	Did you graduate? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
College <i>N/A</i>	Street Address	
City	State	Zip
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
		If yes, describe degree

City of Springfield
Office of Housing
 Section 3 Resident Application



TRAINING			
Driver's license?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
OSHA 10 Safety Certified?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, when?
HUD YouthBuild	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Apprenticeship/ Pre-Apprenticeship	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Military Service?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Union Membership?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Other training?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe

DESIRED TRAINING/EMPLOYMENT OPPORTUNITIES	
I am seeking Employment YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	If yes, specify desired job(s) <input checked="" type="checkbox"/> Asbestos Worker <input type="checkbox"/> Bricklayer <input checked="" type="checkbox"/> Carpenter <input type="checkbox"/> Electrician <input type="checkbox"/> Insulator <input type="checkbox"/> Laborer <input type="checkbox"/> Secretary <input type="checkbox"/> Painter <input checked="" type="checkbox"/> Maintenance <input type="checkbox"/> Tenant Coordinator <input type="checkbox"/> Other (specify)
I am seeking training opportunities YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If yes, specify training type(s) Examples: <input type="checkbox"/> Construction <input type="checkbox"/> Administrative <input type="checkbox"/> Management <input type="checkbox"/> Other (specify)

PREVIOUS EMPLOYMENT			
Company <i>Little Ceasars</i>		Phone <i>413-543-9237</i>	
Address <i>1762 Boston Rd</i>		City <i>SPRINGFIELD</i>	State <i>MA</i>
Job Title <i>Pizza maker. Cust serv</i>			
Responsibilities			
From <i>9/2013</i>	To <i>4/2014</i>	Reason for leaving <i>hours cut</i>	

City of Springfield
Office of Housing
 Section 3 Resident Application



PREVIOUS EMPLOYMENT				
Company			Phone	
Address		City		State Zip
Job Title				
Responsibilities				
From		To	Reason for leaving	
Company			Phone	
Address		City		State Zip
Job Title				
Responsibilities				
From		To	Reason for leaving	
Company			Phone	
Address		City		State Zip
Job Title				
Responsibilities				
From		To	Reason for leaving	

**City of Springfield
Office of Housing
Section 3 Resident Application**



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Signature

Heather Meloy

Date

7/20/14

FOR NON PUBLIC HOUSING RESIDENTS ONLY: FY 2014 INCOME LIMITS DOCUMENTATION

The undersigned on oath deposes under penalty of law as follows:

- My household income from this year for the number of people in my household **IS MORE THAN** the income limits below.
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FY 2014 INCOME LIMIT AREA	MEDIAN INCOME	FY 2014 INCOME LIMIT CATEGORY	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
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Signature

Heather Meloy

Date

7/20/14

Return to:

Melanie Acobe
Section 3 Program Manager
1600 E. Columbus Ave.
Springfield, MA 01103
Phone: (413) 750-2877
Fax: (413) 787-6515
Email: MA.cobe@springfieldcityhall.com

**City of Springfield
Office of Housing
Section 3 Resident Application**



Please note: This is not a job application. The information that you provide here will be entered into a database and shared with employers as job and training opportunities become available through the City of Springfield Office of Housing and its affiliates.

APPLICANT INFORMATION		
Last Name CARDENALES	First KAYSHLA	M.I. LEE
Street Address 356 BELMONT AVE.		Apartment/Unit #
City SPRINGFIELD	State MA	Zip 01108
Phone 413-218-5857	Email KayshlaLee@yahoo.com	
Public Housing Resident YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Section 8 Participant YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Are you authorized to work in the U.S.? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you speak a language other than English? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If yes, specify SPANISH

EDUCATION (PENDING GED)		
High School SOUTH HADLEY HIGH SCHOOL	Street Address 153 NEWTON ST	
City SOUTH HADLEY	State MA	Zip 01075
From 9th grade - September	To February	Did you graduate? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
College	Street Address	
City	State	Zip
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
		If yes, describe degree

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TRAINING			
Driver's license?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
OSHA 10 Safety Certified?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, when?
HUD YouthBuild	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Apprenticeship/ Pre-Apprenticeship	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Military Service?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Union Membership?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe
Other training?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, describe

DESIRED TRAINING/EMPLOYMENT OPPORTUNITIES	
I am seeking Employment YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If yes, specify desired job(s) <input type="checkbox"/> Asbestos Worker <input type="checkbox"/> Bricklayer <input checked="" type="checkbox"/> Carpenter <input checked="" type="checkbox"/> Electrician <input type="checkbox"/> Insulator <input type="checkbox"/> Laborer <input type="checkbox"/> Secretary <input checked="" type="checkbox"/> Painter <input type="checkbox"/> Maintenance <input type="checkbox"/> Tenant Coordinator <input type="checkbox"/> Other (specify)
I am seeking training opportunities YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If yes, specify training type(s) Examples: <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Administrative <input type="checkbox"/> Management <input type="checkbox"/> Other (specify)

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		City	State Zip
Job Title			
Responsibilities			
From	To	Reason for leaving	

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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that if the information provided leads to employment, false or misleading information may result in my release. I authorize the City of Springfield Office of Housing to share this information with prospective employers. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history, academic/professional credentials, military service records, criminal, driving, financial, and credit records through any investigative or credit bureaus of your choice. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature Mary Sheila Cordeiro Date 7/1/14

FOR NON PUBLIC HOUSING RESIDENTS ONLY: FY 2014 INCOME LIMITS DOCUMENTATION

The undersigned on oath deposes under penalty of law as follows:
 My household income from this year for the number of people in my household **IS MORE THAN** the income limits below.
 My household income from this year for the number of people in my household **IS LESS THAN** the income limits below.

SPRINGFIELD CITY, MASSACHUSETTS									
FY 2014 INCOME LIMIT AREA	MEDIAN INCOME	FY 2014 INCOME LIMIT CATEGORY	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON
SPRINGFIELD CITY	\$65,700	LOW (80% INCOME LIMIT)	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250

I understand that the information above relating to the size and annual income of my family may require verification. I agree to provide upon request documents verifying this information and I authorize the release of this information required for the United States Department of Housing and Urban Development or the City of Springfield Office of Housing to verify my status as a "Section 3 Resident" under Section 3 of the Housing and Urban Development Act of 1968 (and the related regulations).

Signature Mary Sheila Cordeiro Date 7/1/14

Return to:
 Melanie Acobe
 Section 3 Program Manager
 1600 E. Columbus Ave.
 Springfield, MA 01103
 Phone: (413) 750-2877
 Fax: (413) 787-6515
 Email: MAcobe@springfieldcityhall.com.

ATTACHMENT B
Required Forms

EXHIBIT C: PROVIDER'S APPROVED BUDGET

IFB 14-262 BUSINESS OPPORTUNITY PROGRAM Revised 10.20.2014

ACTIVITY	ITEM	GRANT	LEVERAGED	SOURCE
Abatement Personnel	Training/Credentiaing costs for 4 OJT positions:			
	Asb Supervisor License	\$ 675		
	Asb Contractor License	\$ 2,050		
	Asbestos Supervisor Trng	\$ 1,485		
	Lead Supervisor Training	\$ 1,980		
	Lead Supervisor License	\$ 600		
	Lead Contractor License	\$ 575		
	Medical monitoring	\$ 1,500		
OWW / Trades Learning Center	Start-up equipment	\$ 7,539	\$ 900	York St. Paint Booths
	Start-up supplies	\$ 3,243		
	Wages, fringe and benefits	\$ 25,118	\$ 25,000	STCC window restoration
	Interns	\$ 4,000		
	Marketing	\$ 1,275		Constant Contact, uniforms, web page
	Facility costs:			
	Rent (\$700/mo/12months)	\$ 7,700		
	Utilities	\$ 1,000		
	Insurance Premiums	\$ 5,670		
* WPLLC		\$ 5,090		
	subtotal	\$ 69,500		
Community Workshops	Refreshments			
	Supplies	\$ 500		
	Instructors - Trainers		\$ 2,000	OWW staff time
	subtotal	\$ 500		
TOTAL GRANT		\$ 70,000	\$27,900	

NOTES:

* WPLLC Expenses:	Sec of State filing	\$ 75
	Annual Reports 2012, '13, '14	\$ 2,000
	Bookkeeping: Quick books	\$ 1,200
	Internet / wifi	\$ 540
	Travel, meeting expense	\$ 1,275
		<u>\$ 5,090</u>